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CS RECORDS MANAGEMENT MEMORANDUM NO. 1

SUBJECT: Cut-Off Procedures -- File Folders

REFERENCE: Revised 29 May 1958

1. PURPOSE

This issuance prescribes procedures for cut-off of files (creation of new folders) on a periodic basis. These procedures will assist in the orderly maintenance, review and disposition of both CS numbered files and auxiliary file holdings of the CS. The RMO of each staff and division will provide appropriate advice, assistance and follow up to insure implementation.

2. PROCEDURES

- a. The practice of cut-off of files permits the retirement or destruction of files in blocks on an orderly and systematic basis with the minimum of effort. The content of files more than one or two years old is often suitable for destruction or retirement. Cut-off procedures will easily identify the older material and facilitate the review problem.
- b. As a general rule, file folders should be cut-off at regular intervals, generally at the end of each calendar year and a new folder established for the following year. Where justified by the volume of records involved, the files (e.g. chronos) may be cut-off on a monthly, quarterly or semi-annual basis. Another basis for cut-off of a file would be some special occurrence or event, (such as project renewal) or a change in assignment of responsibility for the activity. Standard Kraft folders should be used and the time period involved must be clearly indicated on both the old and new folder along with the file title. To facilitate easy identification and distinction between official CS files and auxiliary file holdings, it is suggested that new folders for the latter carry a colored tab. The new folders normally should be located adjacent to the older files on the same subject within separation guides appropriately marked where necessary.
- c. The size of files to be cut-off periodically will vary according to the circumstances and use. As a general rule a subject file more than an inch in thickness should be considered for cut-off. Other factors such as rate of input and frequency of use should be considered. Obviously, a large file on a relatively dead subject where the current input and use is small need not be cut-off. Such a file is a candidate for destruction or retirement in toto.

DD/P Records Management Officer

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